

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
May 2, 2011**

Members Present: Chairman Jim Sharon; Paul Dean; Billy Fried; Scott Holewinski; and John Hoffman.

Others Present: Curt Krouze, Buildings & Grounds Director; Peter Wolk, District # 18 Supervisor; Carol Pederson, District #5 Supervisor; John Potters, County Coordinator; Dianne Jacobson, Department on Aging Director; Linda Conlon, Director of Public Health; Lynn Grube, ITS Director; Brian Desmond, Corporation Counsel; John Sweeney, Chief Deputy, Sheriff's Department; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 9:00 a.m. in Committee Room #1 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA/APPROVE MINUTES OF PREVIOUS MEETING(S)

Motion to approve the revised agenda by Dean/Hoffman. All aye on voice vote. Motion to approve the minutes of the April 11, 2011 committee meeting, with no additions, deletions or corrections, by Hoffman/Dean. All aye on voice vote.

**COMPUTER INFRASTRUCTURE BETWEEN ONEIDA COUNTY
COURTHOUSE AND NORTHERN ADVANTAGE JOB CENTER BUILDING**

Grube stated that she was present to answer questions the committee may have about the delay of the fiber project, which was reported at a previous meeting. She reviewed the preliminary fiber route that had been presented to the committee, and the proposed changes that would have to be made to allow for the fiber to be placed on less congested poles. Grube stated that there was no contract in place with any of the vendors as a result of the committee's action at the January 17, 2011 meeting, as issues were discovered as the fiber project progressed. She stated had there been a contract in place, the fiber would have been developed custom to that particular route, and may not have been able to be used for another route.

Supervisor Fried discussed his disappointment in the news that the project would not be completed prior to the frost going out, and cost implications to the county if this were to be done at this time.

Grube related history on this issue, and how the changes in the project took place. She stated the project is at a standstill at this time, noting there is

adequate time to further investigate options prior to November when the less expensive rate would again likely be available. She further noted that the vendor who would be installing the fiber is extremely busy at this time, but could have gaps in his schedule, at which time this could be addressed.

Supervisor Fried questioned if the consultant that was hired by Grube was aware of the fiber challenges.

Grube explained that the consultant was hired to do the work inside the building, which is a part of the infrastructure to the building, but a different project from the placement of the fiber. She stated the need to investigate possible routes for the placement of the fiber that would meet the requirements of the vendor, and use only one vendors' poles. She stated that she didn't know if there will be additional costs, and if there are, what those additional costs may be.

Supervisor Hoffman questioned if wireless or one of the other options identified at the January 2011 committee meeting would be more advantageous to the county now, knowing this information.

Grube stated that she would like to reassess all options, and also look at different routes to determine changes to the route to accommodate the stipulations from WPS.

Supervisor Holewinski stated he would like to see the full presentation on all the options when all the costs are known.

Corporation Counsel Desmond stated that his office is reviewing the contract from WPS to negotiate the best cost for the county. He stated that it would be necessary to contract with several different firms to complete the entire project.

Grube stated that when she came to the meeting at the job center she was asked to prepare an approach for the infrastructure within a month. She stated that she developed the most comprehensive package possible in that timeframe, covering the six options that she deemed realistic.

Krouze stated that some of this information didn't become apparent until Grube and the vendor looked more intimately into the details.

Grube stated that she has talked to Frontier Communications about possible temporary connectivity to connect the computer infrastructure from the courthouse to the job center if the county is prepared to move into the building prior to November. She stated that the optimum route must be confirmed as the first step in proceeding, at that time discussion could begin about additional costs for pole work, engineering, etc., which would assist in determining if other options might be more attractive, once more solid costs are identified and known. Grube stated that taking each of the options to the "nth" degree to identify all possible

costs isn't possible because of the number of options available. Grube stated that all pricing that has been presented is based on the assumption the wire inside of the new building is good. She stated that due to the recurring costs from the other five options, the point-to-point county-owned fiber would likely still be the best option for the county.

Discussion followed on possible use of a DSL line for connectivity.

Grube and Desmond explained that because the health department and the department on aging will be located at this building, there will be a need for more computers than are presently used at the department on aging, so the present use of a DSL line wouldn't work for this application. Grube described changes to the phone system that will be needed to address the department on aging temporarily until the voice over application is completed county-wide.

Supervisor Fried discussed his confusion and frustration on this issue.

Grube stated that she didn't want to spend more time and money, and the committee made a selection based on the information available at that time. She stated that within the limited timeframe for the quantity of information to be researched and prepared she felt she gave the most accurate information she was provided. Grube stated she understood Fried's frustration.

Supervisor Holewinski discussed the need to take time to analyze this.

Desmond stated that the county isn't in a strong position to negotiate with WPS. He stated that there might be provisions in the contract that cannot be circumvented.

Discussion followed with regard to the need to research options outside of the overhead placement of fiber, and to select a route that would avoid congested poles and fall within the requirements of WPS. The committee discussed the need to review this as more information is available.

UPDATE ON NORTHERN ADVANTAGE JOB CENTER - PHASE II

Krouze stated phase II renovation is in the preliminary stages, noting he met with architect and Linda Conlon, Health Director, who shared her ideas on the needs of the health department. He indicated the architect is in the process of developing a floor plan design, and would be back tomorrow to work on both phase I and phase II. Krouze stated he hoped the architect would have some preliminary drawings in the near future. He stated that there is still not a phase II contract completed with Ayres Associates, as it is still under review by corporation counsel, noting there are various caveats in the contract that the county's attorney doesn't like.

Conlon stated that the layout of the floor plan was looked at; the needs would be similar to the needs identified at the WPS building. She stated that the biggest costs would come with plumbing changes that will be required for wash stations and exam rooms.

Krouze stated that the requests for the health department were minimal. He stated that this would require less work than would have been required at the WPS building because of accessibility through the ceiling rather than having to take up a concrete floor. He stated that emergency back up for the refrigerators would be required because of vaccines that are stored, but the county has a generator that we've been using as a back up, which will be used permanently at the site. He stated it is also likely the county has a transfer switch to use with the generator.

Supervisor Fried discussed the needs that may come about in the future, and the need to address for those projected needs.

Jacobson stated that the commission on aging had the thought of placing a canopy on the front of the building over the entry to cover clients as they enter and leave the building. She stated that she hoped that they would be able to bring additional money to the project and that this may be addressed with those funds.

Krouze stated that this would be an alternate to the bid documents.

Conlon discussed the need to redesign the parking layout. She stated that the traffic could be an issue at this site, with people bringing young children, or dropping the elderly off at the site. She stated there would be a need for near-by parking for the disabled and mothers with children.

Desmond stated that the fire department needs to review any changes that the county would want made to the parking to keep the fire lane clear.

CLOSED SESSION- HOUTARI CHANGE ORDER

Motion to enter into closed session pursuant to Section 19.85(1)(g), Wisconsin Stats., "conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved." by Holewinski/Hoffman. A roll call vote taken at approximately 10:17 a.m. was as follows:

Dean	-	aye
Fried	-	aye
Hoffman	-	aye
Holewinski	-	aye
Sharon	-	aye

Also present during the closed session discussion were: Krouze, Desmond, Jacobson, Potters, Pederson, Wolk, and Brunette.

RETURN TO OPEN SESSION

Motion to return to open session by Fried/Holewinski. A roll call vote taken at approximately 10:40 a.m. was:

Dean	-	aye
Fried	-	aye
Hoffman	-	aye
Holewinski	-	aye
Sharon	-	aye

There was no action taken during the closed session.

SHERIFF'S DEPARTMENT STORAGE CONSTRUCTION

Krouze presented information from the architect on the cost of the placement of the impound lot. He stated the architect estimated it would cost less than about \$10,000 to remove the rock and move part of the swale to allow for proper drainage.

Sweeney stated that he didn't think the architect included in the extra costs for security and electrical if the impound area were relocated as discussed previously by the committee. He stated that the sheriff felt it best to add the impound area onto the building rather than have it located separately. Sweeney recommended that the rocks be donated to the highway department.

Supervisor Holewinski recommended not creating a swale.

Sweeney stated that he and Krouze would measure out the lot and make sure that this will be adequate and properly located. He stated staff would work to make sure parking lot striping works with traffic flow.

Krouze stated that the drawings are conceptual at this point. He stated that the architect recommends brick veneer on the exterior of the addition. He stated that maintenance of the block will cost more than the brick, nor is the wall as strong.

Discussion followed with regard to bidding the project, and rejecting all bids even if they come below the budgeted amount. Desmond stated that he would insist that be clearly identified in the bid specifications as an option, as in the future such action could result in people being less willing to bid if there is a chance they do all the work necessary to go through the process, and all of the bids are rejected. Supervisor Hoffman suggested the wording "And, accept the bid most advantageous to the county", which was discussed, with staff noting the advantage must be demonstrated and defensible.

Motion to proceed with the current architectural design by Holewinski/Fried. Discussion followed with regard to the need of the project, as Supervisor Dean questioned the need. Krouze stated that part of the need is space for servicing radio equipment for the sheriff's department, as there was no buildings & grounds space designated for those staff members to work, and this would be addressed with this project. Krouze stated the RFP development would be the next step, and this would then be sent to the committee prior to their next meeting. Krouze stated that he asked the architect to be here for the May 16th meeting. Supervisor Dean stated he supported the sheriff's department's outside need, but couldn't support the remodel inside the building. He stated that he felt the county board didn't discuss this specific item during the budget meeting. Discussion followed. Potters stated that the finance committee discussed this as part of the budget during the budget hearings. He stated there was no debate on the county board floor, because the debate occurred during the October budget hearing.

Sweeney stated that this has been brought up at the committee level numerous times, and the county coordinator was made aware of it early in his tenure with the county. He stated that this is a long-term capital asset.

Chairman Sharon called for the question: Dean-naye, the remainder of committee members voted - aye, motion carried.

Krouze noted that the timeline for phase I construction of the job center would be re-drawn; it is one month too long, and should be three months. He stated that the extension of time is because of the need for drawings from CTL with regard to the kitchen.

BUILDINGS & GROUNDS EFFICIENCY EVALUATION SPREADSHEET

Potters stated that the ad hoc consolidation committee asked Potters to put together a team of staff to develop a priority list of all departments, and present a report at county board prior to the budget hearing. He stated that the phase II part of this process is each department completing an evaluation spreadsheet as has been done for buildings & grounds. He stated that once all department heads have completed and had committee approval, the team would score and rank programs.

Krouze noted that staff team members would not vote on their own department.

Motion by Holewinski to approve the buildings & grounds efficiency evaluation spreadsheet as presented. Second by Fried. All aye on voice vote.

BUILDINGS & GROUNDS DIRECTOR GOAL PLANNING

Krouze reviewed the goal planning template for the buildings & grounds director. He stated that this is needed as the county is going back to performance appraisals, which will begin next year. He stated that he came up the ideas

reflected in the draft distributed to committee members, but this committee should change as it feels necessary to develop measurable goals.

Potters stated that changes to chapter 4 of the county code created the need for this process. Discussion followed on the evaluation that will now be done by the committee chair, county coordinator and county board chair. Potters stated that there would be a grievance process put into place, but it will be limited in scope. Motion to approve the goals for the buildings & grounds director as presented by Holewinski/Hoffman. All aye on voice vote.

NON BUDGETED ITEM REQUESTS

There were no non-budgeted items requested at this time.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders paid since the previous meeting was mailed to committee members in their agenda packets. Motion to approve payment of the bills and blanket purchase orders as presented by Holewinski/Hoffman. All aye on voice vote.

PUBLIC COMMENT

There was no public comment.

ITEMS FOR NEXT AGENDA

Chairman Sharon discussed possible agenda items for the next committee meeting: items as they arise and the vacancy created by retirement of another staff member.

REVIEW UPCOMING MEETING DATE

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, May 16, 2011 at 9:00 a.m. June meeting dates were selected as June 6 and June 20 at 9:00 a.m.

ADJOURNMENT

The meeting adjourned by a motion of Dean/Hoffman. The time was approximately 11:45 a.m. all aye on voice vote.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary